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# Capital Conservation Program 1986-87

## Program Guide

Ministry of  
Tourism  
and  
Recreation

Province of Ontario  
Queen's Park  
Toronto, Canada  
M7A 2R9

John Eakins  
Minister  
Jim Keenan  
Deputy Minister







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Office of the  
Minister

Ministry of  
Tourism and  
Recreation

7th Floor  
77 Bloor Street West  
Toronto, Ontario  
Canada M7A 2R9  
416/963-1401

### FOREWORD

It is with great pleasure that I announce the 1986-87 Ministry of Tourism & Recreation Capital Conservation Program.

As recreation buildings age and your community changes, major capital repairs and improvements are often needed to extend the useful life of your recreation facilities. This program is designed to encourage the updating and improving of existing community recreation facilities to meet the new and changing user needs.


The 1986-87 Capital Conservation program complements the Capital Program for New Recreation Facilities to provide a Capital Program to assist you with all phases of your capital development. I am sure this program will encourage new and innovative responses to changing social and economic conditions.

I look forward to working with you in our joint endeavour to build the recreation services our well-being requires.

Yours sincerely,

John Eakins  
Minister

March 1, 1986



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As recreation buildings age and your community changes, major capital repairs and improvements are needed to extend the useful life of your recreation facilities.

The Capital Conservation Program is designed to encourage the updating of existing community recreation facilities to meet new user needs. Highest priority will be given to buildings built before 1970. It will help you to counteract the normal effects of physical deterioration and obsolescence of older buildings.

This program complements the regular maintenance and repair activities that are already carried out by all responsible building owners whether they are municipalities or community groups. It is not able to assist in cases of outright neglect or where inadequate financial planning, e.g. lack of sufficient reserves, has jeopardized the facility. Facility ownership requires your commitment to getting the longest possible useful life from your facilities. The Capital Conservation Program is the Province of Ontario's program to assist in your responsibility.

Projects will be eligible for consideration under the Capital Conservation Program if they meet the following provincial objectives for the capital conservation of community recreation facilities:

- Involve an existing community recreation facility. Priority will be given to facilities that were built before 1970.
- Protect the existing public investment in this recreation facility.
- Extend the useful life of the recreation facility by a minimum of five years.
- Assist those municipalities and community organizations that have shown a responsible approach to their duties as public facility owners. These duties include regular maintenance and repair activities and long-range capital planning to ensure that adequate funds are available for maintenance and repair.
- Involve capital improvements such as upgrading and changes to an existing building including safety features for staff and users. Or projects that respond to new or special user needs of the disabled, older adults, youth and women that have a high priority in your community for which the existing facility is unsuitable.
- It is not the intention of this program to fund major additions to existing facilities such as a new community hall added on to an existing indoor ice arena.

Any municipality, incorporated non-profit organization, school board in unorganized territories, Indian band council, or local service board may submit an application for a Capital Conservation Grant. Non-profit organizations must have been incorporated at least one year prior to application. A resolution by the applicant organization approving the undertaking of the project and the application for Capital Conservation must be provided.



## ***What type of project costs are eligible?***

1. Professional Fees
  - architect
  - engineer (soil tests, structural testing, building inspection and reports)
  - project-specific consultant (expert in particular field)
  - project manager
  - cost control consultant (quantity surveyor)
2. Permits and Municipal Inspection Fees
3. Bid Depository Fees (Tendering Costs)
4. Site Office Rental (Rental of Site Services)
5. Construction Costs directly associated with the project:
  - demolition
  - service connections
  - limited excavation and site work
  - equipment rentals
  - materials
  - labor
  - contractor (overhead/profit)
  - contingency
  - insurance
  - heating and enclosure costs for winter construction
  - inspection fees (concrete testing, steel testing)
6. Specifically excluded are maintenance and repair items which should be included in a regular maintenance program and funded from an operating budget.

Also excluded are elements of facility which are not directly related to sports, fitness or recreational program activities.

7. Specifically excluded are any costs associated with energy conservation. Applicants are encouraged to discuss conservation projects with the Ministry of Energy.
8. Fixed Equipment can include all fixed furnishings, fittings and equipment permanently installed in the facility that are necessary to make an area suitable for a particular use, function or operation:
  - heating, ventilating, air conditioning equipment
  - security devices, fire alarms, audio and/or video installations
  - lighting systems
  - floor coverings/interior finishes
  - signage for building identification or internal direction

Specifically excluded are maintenance and repair items for fixed equipment which should be included in a regular maintenance program and funded from an operating budget. Also excluded are items of fixed equipment which are not directly related to sports, fitness or recreational program activities. Portable equipment and furnishings are not eligible for assistance.

9. Costs connected with financing the project are not eligible for assistance (e.g., bridge financing, interest charges, fund-raising costs).

## ***What is the funding formula and process?***

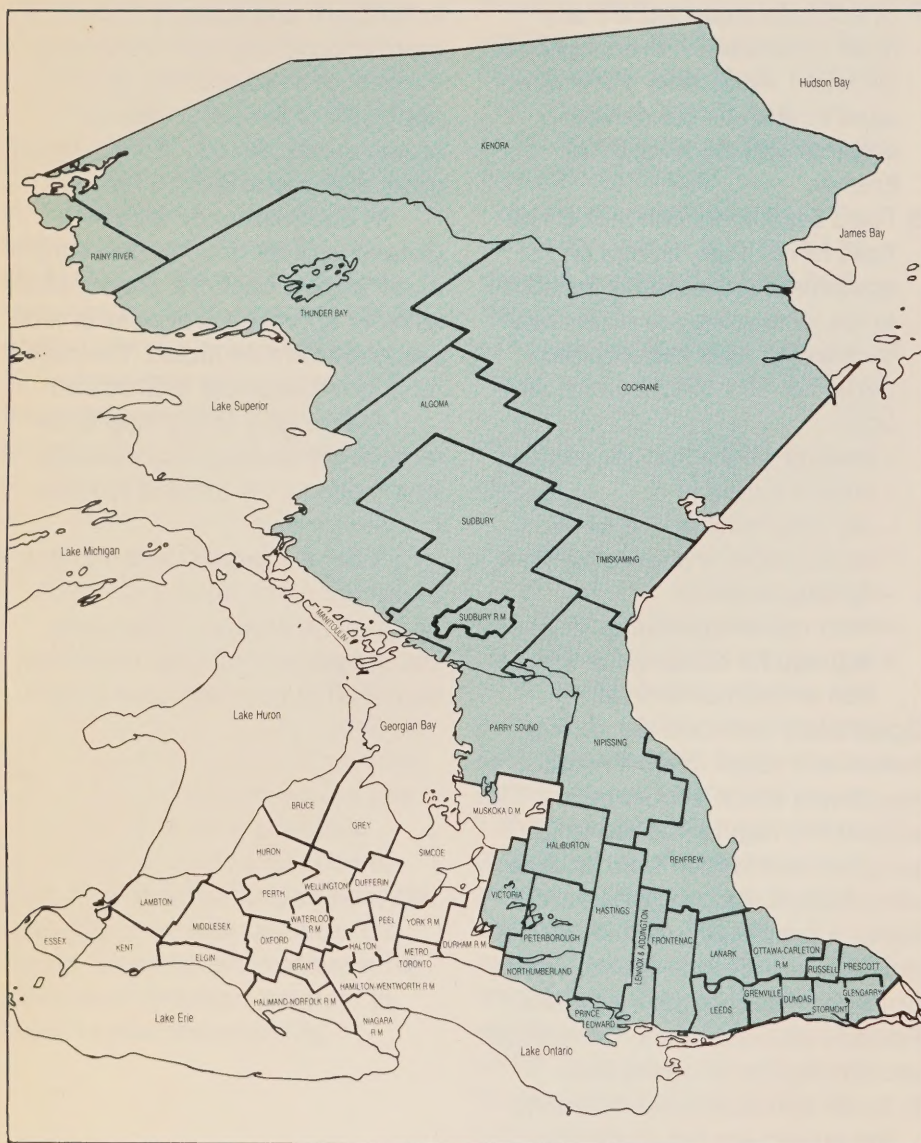
In Northern and Eastern Ontario, a grant of up to one-half of net eligible cost of a project after all other approved provincial or federal grants are deducted. The maximum grant available is \$150,000.

In Southern and Western Ontario, a grant of up to one-third of net eligible cost of a project after all other approved provincial or federal grants are deducted. The maximum grant available is \$100,000.

Please refer to the map to determine the geographic boundary which affects the funding formula for your project.

You may request less than the maximum grant amount for which you may be eligible. In any case, you should request only the amount you need to complete your project.





Please complete the application following the directions on the form and forward to the Ministry of Tourism and Recreation office serving your area. Application forms and further assistance are available from your local ministry office.

Applications will be accepted until May 30, 1986 for those applicants requesting funds in the provincial government's fiscal year 1986-1987.

A complete application must be received by May 30, 1986 and confirmed as accepted by the ministry before any capital project is commenced for which a Capital Conservation Grant is being requested. If a project is commenced before the ministry's acknowledgement of receipt of complete application, the application will not be eligible for consideration.

Any minor preliminary expenditures (e.g. architect's fees, consultant's fees, etc.) before the date of the ministry's confirmation of acceptance of a complete application will not be considered as commencement of a project. However, such costs will not be eligible for consideration as part of the project cost for grant purposes.



## ***How are capital projects assessed?***

In order for an application to be considered complete, all of the requirements identified on the application form must be complied with. Commitment of a Capital Conservation Grant is subject to the availability of proceeds from lotteries. Therefore, if the financing and successful completion of a project is dependent on Capital Conservation funding, applicants are strongly advised not to commence work or make contractual commitments until they have received approval and a commitment for a grant.

Applications will be evaluated by the ministry after May 30, 1986. Applicants with multiple applications must prioritize them. All grant requests will be assessed within the following selection criteria:

- Degree of adherence to purpose of the program as stated in the above section, "What are the aims of this program."
- Degree to which the proposal is consistent with municipal sports, fitness and recreational objectives and priorities. Non-municipal organizations are encouraged to have municipal councils confirm that their project fits into the overall plan for the provision of leisure services and is a necessary improvement to the local public sports, fitness and recreational amenities.
- Degree of community involvement in the planning, development and implementation of the project.
- Amount and sources of non-provincial financial support for capital costs.
- Degree of commitment of the community as a whole and the eventual users to continue to support ongoing operating and maintenance costs of the facility.
- Degree to which the facility is accessible to all members of the general public.
- Extent of improvement in the quality and quantity of sports, fitness and recreational services in the community as a result of the project.

- Degree to which the proposal creates opportunities for partnerships between the people affected, public agencies, and other organizations providing sport, fitness and recreational services.
- Degree to which the proposal redresses present imbalances in the availability of sport, fitness and recreational facilities.
- Degree to which the funds available are reasonably distributed throughout the Province.

In order that all applications can be properly assessed and the necessary consultation undertaken, applicants are advised that a minimum period of three months after the application closing date will be required by the ministry.

If your project is approved for a grant within the Capital Conservation budget allocation, you will receive a letter from the minister. All commitments for funding will be given according to the Capital Conservation Grant funding formula and will be based on the estimated cost of the project as indicated in the application. Such commitments will be up to a maximum amount and cannot subsequently be increased, should project costs rise for any reason.

Applications must be received and accepted as complete by the Ministry on or before May 30, 1986. Upon approval, payment of 50% of the grant will be made. After the initial 50% portion of the grant has been spent, application can be made for the final 50% payment. Construction of the approved projects must begin and proceed so that the final payment of the grant can be applied for within the 1986-87 fiscal year, i.e. before March 31, 1987.



## ***How will the balance of the project be financed?***

You must demonstrate to the ministry that you have the ability to finance the remaining balance of the project cost. This financing could be all private, derived from fundraising proceeds and cash donations, all municipal, derived from the tax-base, or a combination of both. Voluntary donations of labor and materials may form part or all of the balance of the project. However, please be advised that payment of any Capital Conservation grant cannot exceed the actual cash expenditures of the project. The value of donated labor and materials will be assessed in the following way: donated labor of skilled tradespeople working at their trade is eligible on the basis of trade rates currently payable for comparable work in the area where the project is located. The value of unskilled volunteer labor should be based on the current construction minimum wage established by the Ministry of Labor. Professional fees related to eligible costs of facility development are eligible at fair market value for such services.

Provision of materials and the use of construction equipment are eligible at fair market value if such goods or services were to be purchased.

The intention of the Capital Conservation program is to share in projects which are financially viable. Applicants who intend to finance the remaining portion of the capital cost by any means of indebtedness (i.e., mortgages, bank loans, debentures, etc.) must demonstrate the ability to carry the ongoing costs of repayment of principal and interest, by providing a planned budget for the retirement of such indebtedness.

As one of the objectives of the program is to encourage the reduction of operating costs and the effective use of local and provincial financial resources, applications for projects that may be considered without capital debt or financing and that will not have adverse impact on operational viability will have a higher priority in assessment. Applications from municipalities may be assessed in consultation with the local offices of the Ministry of Municipal Affairs and Housing, where appropriate, to evaluate the feasibility of capital financing and availability of operating resources.

## ***What are the ministry requirements for a selection/tendering process?***

The ministry is concerned that any project receiving assistance shall represent reasonable value for money and shall not involve a conflict of interest. If your project is approved for a Capital Conservation grant, the ministry will require that an appropriate process of competitive pricing or tendering is followed when the project is carried out.

Preference should be given to the purchase of Canadian goods and services over those manufactured and supplied from abroad. In the evaluation of tenders, a price preference of up to 10 per cent is allowed in respect of Canadian economic activity and content. If you are not able to comply with this policy, the ministry must be advised.

Except for the preferences to be given to the purchase of Canadian goods and services, the ministry will expect that the lowest price or prices will be used or that an acceptable explanation be provided and reserves the right to pay any grant on the basis of the lowest price or prices. Prior to payment of a Capital Conservation grant, the ministry will require confirmation that these requirements have explanations of any necessary exceptions.



# Terms and conditions

By signing the application form for a Capital Conservation Grant, you will be accepting the following terms and conditions:

1. Definitions:

“Facilities” means the land and building for which a Capital Conservation Grant is made.

“Project” means the improvement of the facilities, as detailed in the application.

2. Time:

These terms and conditions will be in effect for 20 years from the date of the minister’s letter of approval.

3. Credit:

The recipient must acknowledge the support of the ministry in all advertising, publicity and construction signs relating to the facilities and in any permanent tributes to donors displayed on the site.

4. Purpose:

Grants must be used only for the purposes spelled out in the ministry’s letters of approval. Changes in the project may only be made with the ministry’s written approval. If any of the funds are not used for approved purposes, or if these terms and conditions are breached, the grant must be repaid. **ANY UNUSED PORTION OF THE GRANT REMAINS THE PROPERTY OF THE MINISTRY.**

5. Disposal of facilities etc. Ministry consent:

The recipient must not sell, lease or otherwise dispose of the facilities without the ministry’s consent. The recipient must not mortgage or encumber the facilities for more than the total value of the facilities minus the amount of the Capital Conservation grant, without the ministry’s consent. The recipient must not assign this application or

the grant, without the ministry’s consent. The ministry may impose terms and conditions on its consent, and may require the repayment of the grant.

6. Repayment of grant:

The ministry may also require repayment of the grant if the recipient: (i) ceases to operate the facilities, (ii) winds up or dissolves, (iii) changes from a non-profit to a profit corporation, (iv) breaches the Human Rights Code in the construction or operation of the facilities, or (v) has knowingly provided any false information in this application.

7. Payment

Upon approval, payment of 50% of the grant will be made. After the initial 50% of the grant has been spent, application can be made for the final 50% payment.

Construction of the approved projects must begin and proceed so that final payment of the grant can be applied for within the 1986-87 fiscal year, i.e. before March 31, 1987. However, no grant will be made if construction has begun before a complete application has been received and acknowledged by the ministry.

8. Facilities accessible to public:

The facilities must be open to the public at all reasonable times. If the applicant has a fee-paying membership, the facilities must be open to the public whenever they are open to the members. Applicants who have a membership must welcome new members and other members of the public who wish to use the facilities, and must indicate this by appropriate signs and advertisements in local media.

9. Financial records:

The recipient’s financial records are subject to audit at any time by the internal auditors of the ministry and by the Provincial Auditor. All financial statements and records relating to the project must be maintained by the recipient for at least three years. Other laws may require that financial records be kept for a longer period.

10. Insurance:

The recipient must keep the facilities insured against property damage and third party liability. If the facilities are damaged or destroyed, the grant must be repaid out of the insurance proceeds unless those proceeds are used to rebuild the facilities. The recipient must also reimburse the ministry if expenses are incurred by the Crown because of third party claims arising from the grant.

11. Report:

Recipients must report to the ministry on completing the project. The report should include all details requested by the ministry. The recipient will not be eligible for further ministry grants until a satisfactory account has been made of all previous projects assisted by the ministry.

12. Repayment of grant:

If required, the grant shall be repaid by a cheque payable to the Treasurer of Ontario, and mailed to your local office of the Ministry of Tourism and Recreation.

13. Additional conditions:

Additional terms and conditions may be imposed in the ministry’s letter of approval.



# **Ministry of Tourism and Recreation**

## **Field Offices**

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### **SOUTHWESTERN REGION**

#### **London**

255 Dufferin Ave.  
Ste. 601  
London, Ontario  
N6A 5K6  
(519) 679-7156

#### **Windsor**

250 Windsor Avenue  
6th Floor  
Windsor, Ontario  
N9A 6V9  
(519) 256-4919

#### **Kitchener**

30 Duke St. W.  
4th Floor  
Kitchener, Ontario  
N2H 3W5  
(519) 578-3600

#### **Hanover**

427 10th Street  
2nd Floor  
Hanover, Ontario  
N4N 1P8  
(519) 364-1626

### **CENTRAL REGION**

#### **Toronto**

700 Bay Street  
8th Floor  
Toronto, Ontario  
M5G 1Z6  
(416) 965-0286

#### **St. Catharines**

15 Church St.  
Ste. 404  
St. Catharines, Ontario  
L2R 3B5  
(416) 684-2345

#### **Barrie**

114 Worsley Street  
Barrie, Ontario  
L4M 1M1  
(705) 737-3301

#### **Huntsville**

114 Main St. E  
Huntsville, Ontario  
POA 1K0  
(705) 789-4448

#### **Hamilton**

119 King Street  
8th Floor  
Hamilton, Ontario  
L8N 3Z9  
(416) 521-7244

### **EASTERN REGION**

#### **Ottawa**

10 Rideau St.  
4th Floor  
Ottawa, Ontario  
K1N 9J1  
(613) 566-3725

#### **Kingston**

1055 Princess Street  
Ste. 304  
Kingston, Ontario  
K7L 5T3  
(613) 545-4350

#### **Peterborough**

305 Stewart Street  
Peterborough, Ontario  
K9J 3N2  
(705) 748-3711

#### **Brockville**

2211 Parkedale Avenue  
Brockville, Ontario  
K6V 6B2  
(613) 342-5522

### **NORTHEAST REGION**

#### **Sudbury**

199 Larch Street  
4th Floor  
Sudbury, Ontario  
P3E 5P9  
(705) 675-4346

#### **North Bay**

147 McIntyre Street West  
2nd Floor  
North Bay, Ontario  
P1B 2Y5  
(705) 474-3821

#### **Sault Ste. Marie**

390 Bay Street  
3rd Floor  
Sault Ste. Marie, Ontario  
P6A 1X2  
(705) 942-3751

#### **Timmins**

22 Wilcox Street  
2nd Floor  
Timmins, Ontario  
P4N 3K6  
(705) 267-7117

### **NORTHWEST REGION**

#### **Thunder Bay**

435 James St.  
P.O. Box 5000  
Thunder Bay, Ontario  
P7C 5G6  
(807) 475-1325

#### **Dryden**

479 Government Rd. Dr.  
P.O. Box 3000  
Dryden, Ontario  
P8N 3B3  
(807) 223-2271

#### **Fort Frances**

616 Mowat Avenue  
Fort Frances, Ontario  
P9A 3N1  
(807) 274-3259

#### **Kenora**

808 Robertson St.  
Kenora, Ontario  
P9N 3X9  
(807) 274-3259

### **TORONTO PROGRAM BRANCHES**

#### **Recreation Branch**

77 Bloor Street W.  
Toronto, Ontario  
M7A 2R9  
(416) 965-5665

#### **Sports & Fitness Branch**

77 Bloor Street W.  
Toronto, Ontario  
M7A 2R9  
(416) 965-4591



















## How will the balance of the project be financed? (cont.)

## What are the Ministry requirements for a selection/tendering process?

## Terms and conditions

encourage the reduction of operating costs and the effective use of local and provincial financial resources, applications for projects that may be considered without capital debt or financing and that will not have adverse impact on operational viability, will have a higher priority an assessment	The Ministry is concerned that any project receiving assistance shall represent reasonable value for money and shall not involve a conflict of interest. If your project is approved for a grant, the Ministry will require that an appropriate process of competitive pricing or tendering is followed when the project is carried out. Details on competitive pricing and tendering procedures are available from Ontario Ministry of Tourism and Recreation consultants. Preference should be given to the purchase of Canadian goods and services over those manufactured and supplied from abroad. In the evaluation of tenders for projects where the Ministry grants over \$15,000, a price preference of up to 10% is allowed in respect of Canadian	Applications from municipalities may be assessed in consultation with the local offices of the Ontario Ministry of Municipal Affairs, where appropriate, to evaluate the feasibility of capital financing and availability of operating resources
1. Definitions "Applicant" or "Applicant" means the applicant organization which submitted this application to the Ministry. "Canadian Content" means all Canadian labour, materials, transportation costs, duty, taxes and profits. It is the value of the supplier's net selling price minus the declared value of any imported goods or services. "Facilities" means the land and buildings for which a Grant is made. "Ministry" and "Minister" mean the Ontario Ministry and Minister of Tourism and Recreation "Project" means the Project as described in the Minister's letter of approval in any attachments thereto, and in any subsequent correspondence from the Ministry. "Recipient" means the applicant organization which has submitted this application, has agreed to be bound by these terms and conditions and has been awarded a Capital Conservation Grant by the Ontario Ministry of Tourism and Recreation 2. Time These terms and conditions shall be in effect for 20 years from the date of the Minister's letter of approval unless stipulated otherwise in the Minister's letter of approval 3. Acknowledgement of Funding The recipient shall acknowledge the support of the Government of Ontario through the Ontario Ministry of Tourism and Recreation in all advertising, publicity, construction signs relating to the facilities and in any permanent tribute to donors displayed on the site, as well as in any final study reports	4. Purpose Grants shall be used only for the purposes outlined in the Minister's letter of approval and any attachments thereto. Changes in the project shall only be made with the Ministry's written approval. 5. Disposal of Facilities, Ministry Consent The Recipient shall not sell, lease, otherwise dispose of the Facilities without the Ministry's consent. The Recipient shall not mortgage or encumber the Facilities for more than the total value of the Facilities minus the amount of the grant. 6. Assignment of Grant The Applicant/Recipient shall not assign this application or the grant without the consent of the Ministry. 7. Further Conditions The Ministry shall be entitled to impose such additional terms and conditions to the use of the grant which, in its sole discretion, it deems necessary and shall be entitled to impose such terms and conditions on any consent granted pursuant to this application. 8. Grant Repayment The Recipient shall, at the request of the Ministry repay to the Ministry the whole or any part of the grant if the Recipient 1) ceases to operate the Facilities, 2) ceases to operate as a non-profit corporation, 3) winds up or dissolves,	economic activity and content. If you are not able to comply with this policy, the Ministry must be advised. Except for the preferences to be given to the purchase of Canadian goods and services, the Ministry will expect that the lowest price or prices will be used or that an acceptable explanation be provided and reserves the right to pay any grant on the basis of the lowest price or prices. Prior to final payment of a grant, the Ministry will require confirmation that these requirements have been met, unless any necessary exceptions have previously been explained to and accepted by the Ministry.

## Terms and conditions (cont.)

4) has knowingly provided any false information in this application, 5) uses grant funds for purposes not agreed upon by the Ministry, 6) breaches any terms or conditions of this agreement, 7) breaches any of the provisions of the Human Rights Code in the operation of the Project 8) commences, or has commenced against it, any proceedings in bankruptcy or is adjudged a bankrupt, 9) fails to use insurance proceeds to rebuild damaged or destroyed Facilities. Where required, the grant shall be repaid by cheque payable to the Treasurer of Ontario and mailed to the appropriate Ministry office. The Ministry reserves the right to demand interest on any amount owing by the Recipient to the Ministry at the then current rate charged by the Province of Ontario on accounts receivable. 9. Unused Funds Any unused portion of the grant remains the property of the Ministry, and if already paid to the Recipient by the Ministry shall be repaid to the Ministry on request. 10. Installments The grant may be paid in installments determined by the Ministry. Construction of the Project shall begin and proceed so that final payment of the grant can be applied for by January 30, 1989. No grant shall be made if construction has begun before a complete application has been received and acknowledged by the Ministry. 11. Accounting The Recipient shall keep and maintain all records, invoices and other documents relating to the Grant in a manner consistent with generally accepted accounting principles and clerical practices, and shall maintain such records for a period of three years following the completion of all reporting requirements referred to in paragraph 15. The Recipient authorizes the Ministry and its agents at all reasonable times to inspect and copy any records, invoices and documents in the possession or under the control of the Recipient which relate to the Grant. The right of inspection under this paragraph includes the right to perform a full or partial audit. 12. Canadian Content/Tendering Process The Recipient shall conduct a process of competitive pricing or tendering for goods and services relating to the project. In the evaluation of tenders, the Recipient shall give an allowance of up to 10% on the price of the tender bid for Canadian content, and shall select the goods and/or services which represent the best value.	13. Limitation of Liability, Indemnification and Insurance The Recipient agrees that the Ministry shall not be liable for any incidental, indirect, special or consequential damages, injury or any loss of use, revenue or profit of the Recipient arising out of or in any way related to the Project. The Recipient agrees that it shall indemnify the Ministry, its employees and agents, against all costs incurred as a result of a claim or proceeding related to the Project, unless it was caused by the negligence or willful act of an employee of the Ministry. The Recipient shall maintain both fire and extended coverage insurance in an amount equal to the replacement cost of the Facilities, and comprehensive general liability insurance of at least \$1,000,000 per occurrence for bodily injury (including personal injury), death, and damage to property, including loss of use thereof, and automobile liability insurance. If requested by the Ministry, the Recipient shall provide satisfactory proof of such insurance. The Recipient shall provide notice to the Ministry immediately upon change or cancellation of the insurance. 14. Facilities Open to Public The Facilities shall be open to the public at all reasonable times. If the Recipient has a fee paying membership they must also welcome non-members. The Facilities shall be open to the public whenever they are open to the members and shall indicate this in local media and by appropriate signage. 15. Reports The Recipient shall submit interim progress reports to the Ministry upon request. The Recipient shall report to the Ministry upon completing the Project. The report shall include all details requested by the Ministry. 16. Safety All projects funded by the Ministry shall be conducted so as to create a safe environment for the participants of the sport. Specific safety requirements may become conditions of Ministry grants, as determined by the Minister from time to time.	As recreation buildings age and your community changes, major capital repairs and improvements are needed to extend the useful life of your recreation facilities. The Capital Conservation Program is designed to encourage the updating of existing community recreation facilities to meet new user needs. Highest priority will be given to buildings built before 1971. It will help you to counteract the normal effects of physical deterioration and obsolescence of older buildings. This program complements the regular
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## Overview



## Principles

## What are the aims of the program?

## Who may apply?

## Capital Conservation Program 1988-89

Ontario Ministry of Tourism and Recreation

All Lottery Capital Grant requests to the Ministry are considered within the context of the following principles: Dedication principle - Lottery funds are dedicated to the support, fitness, and recreational activities and facilities in Ontario. Share principle - Lottery projects are intended to respond to community supported initiatives, as evidenced by locally raised contributions of monies, efforts, and other resources. Non-substitution principle - Lottery funds are intended to enhance our capacity to promote and encourage sport, fitness and recreational objectives. They are not intended to replace or	relieve the responsibility of ongoing government programs in this field. Non dependency principle - Projects funded by Lottery must demonstrate the existence of support for any ongoing costs from sources other than Lottery. Non-profit principle - Lottery grants are intended for projects of broad public good. They cannot apply to situations which might loosely be characterized as private gain. Accessibility principle - The benefits of Lottery supported projects are intended to be available to all members of the general public.	maintenance and repair activities that are already carried out by all responsible building owners whether they are municipalities or community groups. It is not able to assist in cases of outright neglect or where inadequate financial planning, e.g., lack of sufficient reserves, has jeopardized the facility. Facility ownership requires your commitment to getting the longest possible useful life from your facilities. The Capital Conservation Program is the Province of Ontario's program to assist in your responsibility.
Projects will be eligible for consideration under the Capital Conservation Program if they meet the following provincial objectives for the capital conservation of community recreation facilities: • Involve an existing community recreation facility. Priority will be given to facilities that were built before 1971. • Protect the existing public, an extension in this recreation facility. • Extend the useful life of the recreation facility by a minimum of five years. • Assist those municipalities and community organizations that have shown a responsible approach to their duties as public facility owners. These duties include regular	capit planning to ensure that adequate funds are available for maintenance and repair. • Involve capital improvements such as upgrading and changes to an existing building including safety features for staff and users. Or include projects that respond to new or special user needs of the disabled, older adults, youth and women that have a high priority in your community for which the existing facility is unsuitable. • It is not the intention of this program to fund major additions to existing facilities, such as a new community hall added on to an existing indoor ice arena.	
Any municipality, incorporated non-profit organization, Indian band council, or local service board may submit an application for a Capital Conservation Grant*. Non-profit organizations must have been incorporated at least one year prior to application. A resolution by the applicant organization approving the undertaking of the project and the application for Capital Conservation must be provided. *Note: School boards in unincorporated territories are also eligible.		

### What type of project costs are eligible?

- 1 Professional Fees
    - architect
    - engineer (soil tests, structural testing, building inspection and reports)
    - project specific consultant (expert in particular field)
    - project manager
    - cost control consultant (quantity surveyor)
  - 2 Permits and Municipal Inspection Fees
  - 3 Bid Depository Fees (Tendering Costs)
  - 4 Site Office Rental (Rental of Site Services)
  - 5 Construction Costs directly associated with the project
    - demolition
    - service connections
    - limited excavation and site work
    - equipment rentals
    - materials
    - labour
    - contractor (overhead/profit)
    - contingency
    - insurance
    - heating and enclosure costs for winter construction
    - inspection fees (concrete testing, steel testing)
- Specifically excluded are maintenance and repair items which should be included in a regular maintenance program and funded from an operating budget.
- Also excluded are elements of facility which are not directly related to sports, fitness or

recreational program activities, e.g., municipal office.

Specifically excluded are any costs associated with energy conservation if they are eligible to be funded by the Ontario Ministry of Energy.

Applicants are encouraged to discuss energy conservation projects with the Ontario Ministry of Energy.

- 6 Fixed equipment can include all fixed furnishings, fittings and equipment permanently installed in the facility that are necessary to make an area suitable for a particular use, function or operation
  - heating, ventilating, air conditioning equipment
  - security devices, fire alarms, audio and/or video installations
  - lighting systems
  - floor coverings/interior finishes
  - signage for building identification or internal direction

Specifically excluded are maintenance and repair items for fixed equipment which should be included in a regular maintenance program and funded from an operating budget. Also excluded are items of fixed equipment which are not directly related to sports, fitness or recreational program activities. Portable equipment and furnishings are not eligible for assistance.

- 7 Costs connected with financing the project are not eligible for assistance (e.g., bridge financing, interest charges, fund raising costs)

### Northern and Eastern Ontario



### How do you apply?

Please complete the application following the directions of the form and forward to the Ontario Ministry of Tourism and Recreation office serving your area. Application forms and further assistance are available from your local Ministry office.

If you submit more than one application, please indicate their order of priority.

Applications postmarked no later than January 15, 1988 will be accepted for those applicants requesting funds in the provincial government's fiscal year 1988-89.

A complete application must be postmarked by January 15, 1988 and confirmed as accepted by the Ministry before any capital project is commenced for which a Capital Conservation Grant is being requested. If a project is commenced before the Ministry's acknowledgement of receipt of complete application, the application will not be eligible for consideration.

Any minor preliminary expenditures (e.g.,

architect's fees, consultant's fees, etc.) before the date of the Ministry's confirmation of acceptance of a complete application will not be considered as commencement of a project. However, such costs will not be eligible for consideration as part of the project costs for grant purposes.

Contact your local Ontario Ministry of Tourism and Recreation consultant to discuss your application.

In order for an application to be considered complete, all of the requirements identified on the application form must be complied with.

Commitment of a Capital Conservation Grant is subject to the availability of proceeds from the lotteries. Therefore, if the financing and successful completion of a project is dependent on Capital Conservation funding, applicants are strongly advised not to commence work or make contractual commitments until they have received approval and a commitment for a grant.

### Disclosure of the information

The information provided in the grant application may be subject to disclosure under Freedom of Information legislation which will be adopted in Ontario.

### How are capital projects assessed?

Applications will be evaluated by the Ministry after January 15, 1988. Applicants with multiple applications must prioritize them. All grant requests will be assessed within the following selection criteria:

- Evidence of adherence to purpose of the program as stated in the above section, "What are the aims of this program?"
- Evidence that the proposal is consistent with municipal sports, fitness and recreational objectives and priorities. **Higher priority will be given to those non-municipal applications that are supported by a resolution from the appropriate municipal council that confirms that the project fits into the overall plan for the provision of recreation services and is a necessary addition to the local public sports, fitness and recreational facilities rather than those for which no supporting municipal resolution is provided.**
- Evidence of community involvement in the planning, development, implementation and on-going operation of the project.
- Amount and sources of non-provincial financial support for capital costs.
- Evidence that the facility is accessible to all members of the general public.
- Evidence of membership restrictions and complete access for the physically disabled.
- Extent of improvement in the quality and quantity of sports, fitness and recreational services in the community as a result of the project.

- Evidence that the proposal creates opportunities for partnerships between the people affected, public agencies and other organizations providing sport, fitness and recreational services.
- Evidence that the applicant has the ability to fund all remaining project costs.

In order that all applications can be properly assessed and the necessary consultation undertaken, applicants are advised that a minimum period of one month after the application closing date will be required by the Ministry.

If your project is approved for a grant within the Capital Conservation budget allocation, you will receive a letter from the minister. All commitments for funding will be given according to the Capital Conservation Grant funding formula and will be based on the estimated cost of the project as indicated in the application. Such commitments will be up to a maximum amount and cannot subsequently be increased; should project costs rise for any reason.

Upon approval, payment of 50% of the grant will be made. After the initial 50% portion of the grant has been spent, application can be made for the final 50% payment. Construction of the approved projects must begin and proceed so that the final payment of the grant can be applied for within the 1988-89 fiscal year, i.e. before January 30, 1989.

### What is the funding formula and process?

In Northern and Eastern Ontario, a grant of up to one-half of net eligible cost of a project after all other approved provincial or federal grants are deducted. The maximum grant available is \$150,000.

In Central and Southwestern Ontario, a grant of up to one-third of net eligible cost of a project after all other approved provincial or federal grants are deducted. The maximum grant available is \$100,000.

Please refer to the map to determine the geographic boundary which affects the funding formula for your project.

You may request less than the maximum grant amount for which you may be eligible. In any case, you should request only the amount you need to complete your project.

### How will the balance of the project be financed?

You must demonstrate to the Ministry that you have the ability to finance the remaining balance of the project cost. This financing could be all private, derived from fund-raising proceeds and cash donations, all municipal derived from the tax base, or a combination of both. Voluntary donations of labour and materials may form part or all of the balance of the project. However, please be advised that payment of any Capital Conservation grant cannot exceed the actual cash expenditures of the project. The value of donated labour and materials will be assessed in the following way: donated labour of skilled tradespeople working at their trade is eligible on the basis of trade rates currently payable for comparable work in the area where the project is located. The value of unskilled volunteer labour should be based on the current construction

minimum wage established by the Ontario Ministry of Labour. Professional fees related to eligible costs of facility development are eligible at fair market value for such services.

Provision of materials and those of construction equipment are eligible at fair market value if such goods or services were to be purchased.

The intention of the Capital Conservation program is to share in projects which are financially viable. Applicants who intend to finance the remaining portion of the capital cost by any means of indebtedness (i.e., mortgages, bank loans, debentures, etc.) must demonstrate the ability to carry the ongoing costs of repayment of principal and interest, by providing a planned budget for the retirement of such indebtedness.

As one of the objectives of the program is to





## F. Terms and conditions

1. **Definitions**  
 "Applicant" or "Applicants" means the applicant organization which submitted the application to the Ministry.  
 "Canadian Content" means all Canadian labour, materials, transportation costs, duty, taxes and profits. It is the value of the supplier's net selling price minus the declared value of any imported goods or services.  
 "Facility" means the land and buildings for which a Grant is made.  
 "Ministry" and "Minister" mean the Ontario Ministry and Minister of Tourism and Recreation.  
 "Project" means the Project as described in the Minister's letter of approval in any attachments thereto, and any subsequent correspondence from the Ministry.  
 "Recipient" means the applicant organization which has submitted this application, has agreed to these terms and conditions and has been awarded a Capital Conservation Grant by the Ontario Ministry of Tourism and Recreation.
2. **Time**  
 These terms and conditions shall be in effect for 20 years from the date of the Minister's letter of approval unless stipulated otherwise in the Minister's letter of approval.
3. **Acknowledgement of Funding**  
 The recipient shall acknowledge the support of the Government of Ontario through the Ontario Ministry of Tourism and Recreation in all advertising, publicity, construction signs relating to the facilities and in any seminar (bible to donors displayed on the site, as well as any final study reports.
4. **Purpose**  
 Grants shall be used only for the purposes outlined in the Minister's letter of approval and any attachments thereto. Changes in the project shall only be made with the Ministry's written approval.
5. **Disposal of Facilities, Ministry Consent**  
 The Recipient shall not sell, lease, or otherwise dispose of the Facilities without the Ministry's consent. The Recipient shall not mortgage or encumber the Facilities for more than the total value of the Facilities minus the amount of the grant.
6. **Assignment of Grant**  
 The Applicant/Recipient shall not assign the application or the grant without the consent of the Ministry.
7. **Further Conditions**  
 The Ministry shall be entitled to impose such additional terms and conditions to the use of the grant which, in its sole discretion, it deems necessary and shall be entitled to impose such terms and conditions on any consent granted pursuant to this application.
8. **Grant Repayment**  
 The Recipient shall, at the request of the Ministry repay to the Ministry the whole or any part of the grant if the Recipient:
  - 1) ceases to operate the Facilities;
  - 2) ceases to operate as a non-profit corporation;
  - 3) winds up or dissolves;
  - 4) has knowingly provided any false information in this application;
  - 5) uses grant funds for purposes not agreed upon by the Ministry;
  - 6) breaches any terms or conditions of this agreement;
  - 7) breaches any of the provisions of the Human Rights Code in the operation of the Project;
  - 8) commences, or has commenced against it, any proceedings in bankruptcy or is adjudged a bankrupt;
  - 9) fails to use insurance proceeds to rebuild damaged or destroyed Facilities.
 Where required, the grant shall be repaid by cheque payable to the Treasurer of Ontario and mailed to the appropriate Ministry office. The Ministry reserves the right to demand interest on any amount owing by the Recipient to the Ministry of the then current rate charged by the Province of Ontario on accounts receivable.
9. **Unvested Funds**  
 Any unvested portion of the grant remains the property of the Ministry and if already paid to the Recipient by the Ministry shall be repaid to the Ministry on request.
10. **Installments**  
 The grant may be paid in installments determined by the Ministry. Construction of the Project shall begin and proceed so that final payment of the grant can be applied for by January 30, 1989. No grant shall be made if construction has begun before a complete application has been received and acknowledged by the Ministry.
11. **Accounting**  
 The Recipient shall keep and maintain all records, invoices and other documents relating to the Grant in a manner consistent with generally accepted accounting principles and clerical practices, and shall maintain such records for a period of three years following the completion of all reporting requirements referred to in paragraph 15.
12. **Canadian Content/Tendering Process**  
 The Recipient shall conduct a process of competitive pricing or tendering for goods and services relating to the project. In the evaluation of tenders, the Recipient shall give an allowance of up to 10% on the price of the tender to be for Canadian content, and shall select the goods and/or services which represent the best value.
13. **Limitation of Liability, Indemnification and Insurance**  
 The Recipient agrees that the Ministry shall not be liable for any incidental, indirect, special or consequential damages, injury or any loss of use, revenue or profit of the Recipient arising out of or in any way related to the Project.
14. **Facilities Open to Public**  
 The Recipient shall maintain both fire and extended coverage insurance in an amount equal to the replacement cost of the Facilities, and comprehensive general liability insurance of at least \$1,000,000 per occurrence for bodily injury (including general liability), death, and damage to property including loss of use thereof, and automobile liability insurance. If requested by the Ministry, the Recipient shall provide satisfactory proof of such insurance. The Recipient shall provide notice to the Ministry immediately upon change or cancellation of the insurance.
15. **Reports**  
 The Recipient shall submit interim progress reports to the Ministry upon request. The Recipient shall report to the Ministry upon completing the Project. The report shall include all data as requested by the Ministry.
16. **Safety**  
 All projects funded by the Ministry shall be conducted so as to create a safe environment for the participants of the sport. Specific safety requirements may become conditions of Ministry grants, as determined by the Minister from time to time.

## G. Statement by Applicant

On behalf of and with the authority of the organization I certify that the information given on this application for a grant is true, correct and complete in every respect and that the organization agrees to abide by the above terms and conditions governing a grant.

Name of Authorized Official	Position/Title	Signature	Date
Corporate Seal or Witness			Date

## Checklist for 1988-89 Capital Conservation Program

To assist you in providing a "complete" application for consideration by the Ontario Ministry of Tourism and Recreation, please ensure that the following are included with your application:

- ☐ 1. A fully completed Capital Conservation Program application signed by the authorized official.
  - ☐ 2. A resolution of council or board of the applicant organization to undertake the project and request a grant.
  - ☐ 3. A complete project description including:
    - Scope of project and location
    - What the benefits of the project are
    - How it is consistent with municipal recreation needs and priorities
    - How it is consistent with the aims of the Capital Conservation Program
    - Please attach any planning studies or background reports, e.g., feasibility study
  - ☐ 4. Please ensure that you fully respond to all the questions regarding *Public Participation*, e.g., describe the programming of the facility including the extent of public use, hours of operation, fee structure, evidence of programming by other community groups and any non-recreation use of the facility, e.g., municipal office, day care, etc. You may wish to provide supporting attachments such as copies of membership forms, procedures or rental contracts and rates.
  - ☐ 5. Sketch plans (complete drawings not required).
  - ☐ 6. A separate listing of what the proposed project costs include and how they were determined, e.g., detailed summary of costs, quotations or architect's/engineer's estimates.
  - ☐ 7. A separate listing of how the balance of necessary funds will be secured (current level of funds raised, written evidence of those committed and those that still have to be identified), details of debt financing if used.
  - ☐ 8. A copy of the detailed, projected annual operating budget for the facility including maintenance and future capital conservation costs.
  - ☐ 9. Proof of ownership (copy of deed or transfer instrument or certified statement from municipal clerk/treasurer) or lease agreement.
  - ☐ 10. Written confirmation that the organization has the facilities insured against property damage and third party liability.
  - ☐ 11. Municipal joint use agreement (if applicable).
  - ☐ 12. If more than one application is being submitted by an organization, provide correspondence which indicates their order of priority.
- The following additional items apply to *non-profit organizations only* (i.e. not municipalities or other statutory organizations):
- ☐ 13. A copy of Letters Patent, constitution, by-laws, list of board/executive members and most recent financial statement.
  - ☐ 14. You are also encouraged to provide written confirmation from the municipal recreation authority that the project fits into the overall plan for the provision of leisure services and is a necessary addition to the local public sports, fitness and recreational facilities.

## Other attachments

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## Please Print or Type

### Applicant Information Organization Requesting Grant (Complete all parts)

Applicant Organization		Contact Person	
Address		Address	
City/Town	Postal Code	City/Town	Postal Code
Tel. Home ( ) - ( )	Bus ( ) - ( )	Tel. Home ( ) - ( )	Bus ( ) - ( )

### Cheque to be Mailed To: (if different from above)

Payee	Name of Official
Address (include Postal Code)	
City/Town	Postal Code
Tel. Home ( ) - ( )	Bus ( ) - ( )

### Project/Facility

Title/Name	Estim. Start Date	Estim. Completion Date	No. of Sites
Specific Location of Project/Facility			
File # or Code			

### Return To: (Office Name Here)

<b>Ministry Use Only</b>			
Applicant Identifier		File No.	
County	Municipality	Elect. Dist.	Consent Code
Applicant Type	CCCL Code	Grant Category	Facility/Activity Type
Budget Code		Common Object Code	Date Application Received
Estimated Payments		Date Application Completed	
Amount Requested		Amount	
Eligible Amount		Amount Requested	

A. Project Description

1. Describe the project in detail. Please attach sketch plans (Attach additional paper if necessary )

2. Forecast of Operating Budget. Provide a separate detailed statement of the operating costs associated with or arising from this project. Indicate who will be responsible for these costs, and how these costs will be met. Please attach a copy of detailed annual operating budget projection including any debt retirement plans

3. Current replacement value of facility. \$

4. Date of original construction of facility:

5. Major capital conservation and capital improvements already completed since original construction (e.g., new roof, hall addition, etc.).

Description of improvement or conservation items Date of completion

B. Detailed Applicant Information (not applicable to municipalities or other statutory organizations)

Description of Applicant organization

Date of Formation Date of Incorporation Are you a non-profit organization? Charitable Tax No.

Describe the objectives of your organization and its programming policies (Attach a copy of any Letters Patent or Constitution )

C. Public Participation

Will the facility be open to the general public as described in the Terms and Conditions outlined in the program guide?

Yes No

Describe the programming of the facility including the extent of public use, hours of operation, fee structure, evidence of programming by other community groups, and any non-recreational use of the facility e.g., municipal office, day care, etc.

Outline how the facility and programming will be accessible to people with disabilities.

D. Summary of Estimated Project Cost/Value

If your project is approved, commitments for funding will be given according to the Capital Conservation Grant funding formula and will be based on the estimated cost of the project as indicated below. Such commitments will be up to a maximum amount and cannot subsequently be increased, should project costs rise for any reason.

Identify how you have calculated the estimated project cost. Attach copies of quotations or architects'/engineers' estimates if available. Exclude refundable sales tax, interest, and financing charges.

a) Facility Construction/Renovations \$

b) Professional Fees \$

c) Donated Labour Unskilled + Skilled = \$

d) Donated Material \$

e) Other Costs (specify) \$

f) Total Project Value \$

The Anticipated Financing of this Project \$

g) Provincial Grants Program \$

h) Federal Grants Program \$

i) Revenue from Disposal of Existing Assets (e.g., proceeds of sale or insurance, etc. for facility to be replaced) \$

j) Donated Labour Unskilled + Skilled = \$

k) Donated Material \$

l) Net fund-raising Proceeds \$

m) Tax Levy \$

n) Debentures, Loans, Mortgages, etc. \*\*\* \$

o) Other Sources (specify) \$

Estimated Grant Calculations

Estimated Cost of Renovation (total from question f) \$ (f)

Total Estimated Funding from Federal & Provincial Governments (total from questions g & h) \$ (g)

Net Estimated Cost eligible for Capital Conservation Grant (subtract (g) from (f)) \$ (g)

Capital Conservation Grant Requested (refer to brochure for funding formula) \$

Note: \*\*\* Provide separate details of any proposed debentures, loans, mortgages, etc., Municipal applicants will also be required to provide confirmation of O M B approval if applicable

E. Anticipated Results

It is important that you show the social and economic impact of your project in order that the Ministry can determine the benefit of your project.

1. Economic Effects.

Construction Phase

1.1 - Number of person days of employment expected to be created during project construction Employment Days

1.2 - Number of person days of volunteer contribution expected during project construction Volunteer Days

1.3 - Funds for this project levered from other partners excluding the Ontario Ministry of Tourism and Recreation

Government		Non-government	
Federal	\$	Donated labour/materials	\$
Other Provincial		Fund-raising	
Municipal		Other	

subtotal \$ subtotal \$ Total \$

Operation Phase

1.4 - Anticipated years of Useful Life for Facility as a Result of this Project Years

1.5 - Anticipated Additional Revenue in the First Fiscal Year Following Project Completion as a Result of this Project \$

1.6 - Anticipated Savings or Costs Avoided in the First Fiscal Year Following Project Completion as a Result of this Project \$

2. Program Effect

2.1 - Number of Increased Participants as a Result of Project

Total Male	Total Female	Disabled	Preschool (0-5)	Adolescent (6-14)	Youth (15-20)	Adult (21-64)	Seniors (65 plus)
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2.2 - In what way is this project an enrichment to your current program and what will the impact and results be on your community?





## Capital Conservation Program 1987-88

Ontario Ministry of Tourism and Recreation

### How will the balance of the project be financed? (cont.)

encourage the reduction of operating costs and the effective use of local and provincial financial resources, applications for projects that may be considered without capital debt or financing and that will not have adverse impact on operational viability will have a higher priority in assessment

Applications from municipalities may be assessed in consultation with the local offices of the Ontario Ministry of Municipal Affairs, where appropriate, to evaluate the feasibility of capital financing and availability of operating resources

### What are the Ministry requirements for a selection/tendering process?

The Ministry is concerned that any project receiving assistance shall represent reasonable value for money and shall not involve a conflict of interest. If your project is approved for a grant, the Ministry will require that an appropriate process of competitive pricing or tendering is followed when the project is carried out. Details on competitive pricing and tendering procedures are available from Ontario Ministry of Tourism and Recreation consultants. Preference should be given to the purchase of Canadian goods and services over those manufactured and supplied from abroad. In the evaluation of tenders for projects where the Ministry grant is over \$15,000, a price preference of up to 10% is allowed in respect of Canadian

economic activity and content. If you are not able to comply with this policy, the Ministry must be advised. Except for the preferences to be given to the purchase of Canadian goods and services, the Ministry will expect that the lowest price or prices will be used or that an acceptable explanation be provided and reserves the right to pay any grant on the basis of the lowest price or prices. Prior to final payment of a grant, the Ministry will require confirmation that these requirements have been met, unless any necessary exceptions have previously been explained to and accepted by the Ministry.

### Terms and conditions

**1 Definitions**  
"Applicant" or "Applicants" means the applicant organization which submitted this application to the Ministry.  
"Canadian Content" means all Canadian labour, materials, transportation costs, duty, taxes and profits. It is the value of the supplier's net selling price minus the declared value of any imported goods or services.  
"Facilities" means the land and buildings for which a Grant is made.  
"Ministry" and "Minister" mean the Ontario Minister and Minister of Tourism and Recreation.  
"Project" means the Project as described in the Minister's letter of approval in any attachments thereto, and in any subsequent correspondence from the Ministry.  
"Recipient" means the applicant organization which has submitted this application, has agreed to be bound by these terms and conditions and has been awarded a Capital Conservation Grant by the Ontario Ministry of Tourism and Recreation.

**2 Time**  
These terms and conditions shall be in effect for 20 years from the date of the Minister's letter of approval unless stipulated otherwise in the Minister's letter of approval.

**3 Acknowledgement of Funding**  
The recipient shall acknowledge the support of the Government of Ontario through the Ontario Ministry of Tourism and Recreation in all advertising, publicity, construction signs relating to the facilities and in any permanent tribute to donors displayed on the site, as well as in any final study reports.

**4 Purpose**  
Grants shall be used only for the purposes outlined in the Minister's letter of approval and any attachments thereto. Changes to the project shall only be made with the Ministry's written approval.  
**5 Disposal of Facilities, Ministry Consent**  
The Recipient shall not sell, lease or otherwise dispose of the facilities without the Ministry's consent. The Recipient shall not mortgage or encumber the facilities for more than the total value of the facilities minus the amount of the grant.  
**6 Assignment of Grant**  
The Applicant/Recipient shall not assign this application or the grant without the consent of the Ministry.

**7 Further Conditions**  
The Ministry shall be entitled to impose such additional terms and conditions to the use of the grant which, in its sole discretion, it deems necessary and shall be entitled to impose such terms and conditions on any consent granted pursuant to this application.

**8 Grant Repayment**  
The Recipient shall, at the request of the Ministry repay to the Ministry the whole or any part of the grant if the Recipient:

- 1) ceases to operate the Facilities,
- 2) ceases to operate as a non-profit corporation,
- 3) winds up or dissolves,

### Terms and conditions (cont.)

4) has knowingly provided any false information in this application,  
5) uses grant funds for purposes not agreed upon by the Ministry,  
6) breaches any terms or conditions of this agreement,  
7) breaches any of the provisions of the Human Rights Code in the operation of the Project,  
8) commences, or has commenced against it, any proceedings in bankruptcy or is adjudged a bankrupt,  
9) fails to use insurance proceeds to rebuild damaged or destroyed Facilities.

Where required, the grant shall be repaid by cheque payable to the Treasurer of Ontario and mailed to the appropriate Ministry office. The Ministry reserves the right to demand interest on any amount owing by the Recipient to the Ministry at the then current rate charged by the Province of Ontario on accounts receivable.

**9 Unused Funds**  
Any unused portion of the grant remains the property of the Ministry, and if already paid to the Recipient by the Ministry shall be repaid to the Ministry on request.

**10 Installments**  
The grant may be paid in installments determined by the Ministry. Construction of the Project shall begin and proceed so that final payment of the grant can be applied for by January 29, 1988. No grant shall be made if construction has begun before a complete application has been received and acknowledged by the Ministry.

**11 Accounting**  
The Recipient shall keep and maintain all records, invoices and other documents relating to the Grant in a manner consistent with generally accepted accounting principles and clerical practices, and shall maintain such records for a period of three years following the completion of all reporting requirements referred to in paragraph 15.  
The Recipient authorizes the Ministry and its agents at all reasonable times to inspect and copy any records, invoices and documents in the possession or under the control of the Recipient which relate to the Grant.  
The right of inspection under this paragraph includes the right to perform a full or partial audit.

**12 Canadian Content/Tendering Process**  
The Recipient shall conduct a process of competitive pricing or tendering for goods and services relating to the project, in the evaluation of tenders, the Recipient shall give an allowance of up to 10% on the price of the tender bid for Canadian content and shall select the goods and/or services which represent the best value.

**13 Limitation of Liability, Indemnification and Insurance**  
The Recipient agrees that the Ministry shall not be liable for any incidental, indirect, special or consequential damages, injury or any loss of use, revenue or profit of the Recipient arising out of or in any way related to the Project.  
The Recipient agrees that it shall indemnify the Ministry, its employees and agents, against all costs incurred as a result of a claim or proceeding related to the Project, unless it was caused by the negligence or willful act of an employee of the Ministry.

The Recipient shall maintain both fire and extended coverage insurance in an amount equal to the replacement cost of the Facilities, and comprehensive general liability insurance of at least \$1,000,000 per occurrence for bodily injury (including personal injury), death, and damage to property including loss of use thereof, and automobile liability insurance. If requested by the Ministry, the Recipient shall provide satisfactory proof of such insurance. The Recipient shall provide notice to the Ministry immediately upon change or cancellation of the insurance.

**14 Facilities Open to Public**  
The Facilities shall be open to the public at all reasonable times. If the Recipient has a fee paying membership they must also welcome new members. The Facilities shall be open to the public whenever they are open to the members, and shall indicate this in local media and by appropriate signage.

**15 Reports**  
The Recipient shall submit interim progress reports to the Ministry upon request.  
The Recipient shall report to the Ministry upon completing the Project. The report shall include all details requested by the Ministry.

**16 Safety**  
All projects funded by the Ministry shall be conducted so as to create a safe environment for the participants of the sport. Specific safety requirements may become conditions of Ministry grants, as determined by the Minister from time to time.

### Overview



### Principles

As recreation buildings age and your community changes, major capital repairs and improvements are needed to extend the useful life of your recreation facilities.  
The Capital Conservation Program is designed to encourage the updating of existing community recreation facilities to meet new user needs. Highest priority will be given to buildings built before 1971. It will help you to counteract the normal effects of physical deterioration and obsolescence of older buildings.  
This program complements the regular

maintenance and repair activities that are already carried out by all responsible building owners whether they are municipalities or community groups. It is not able to assist in cases of outright neglect or where inadequate financial planning, e.g., lack of sufficient reserves, has jeopardized the facility. Facility ownership requires your commitment to getting the longest possible useful life from your facilities. The Capital Conservation Program is the Province of Ontario's program to assist in your responsibility.

### What are the aims of the program?

Projects will be eligible for consideration under the Capital Conservation Program if they meet the following provincial objectives for the capital conservation of community recreation facilities:  
• Involve an existing community recreation facility. Priority will be given to facilities that were built before 1971.  
• Protect the existing public investment in this recreation facility.  
• Extend the useful life of the recreation facility by a minimum of five years.  
• Assist those municipalities and community organizations that have shown a responsible approach to their duties as public facility owners. These duties include regular

maintenance and repair activities and long-range capital planning to ensure that adequate funds are available for maintenance and repair.  
• Involve capital improvements such as upgrading and changes to an existing building including safety features for staff and users. Or include projects that respond to new or special user needs of the disabled, older adults, youth and women that have a high priority in your community for which the existing facility is unsuitable.  
• It is not the intention of this program to fund major additions to existing facilities such as a new community hall added on to an existing indoor ice arena.

### Who may apply?

Any municipality, incorporated non-profit organization, Indian band council, or local service board may submit an application for a Capital Conservation Grant. Non-profit organizations must have been incorporated at least one year prior to application. A resolution by the applicant organization approving the undertaking of the project and the application for Capital Conservation must be provided.  
\*Note: School boards in unorganized territories are also eligible.

### What type of project costs are eligible?

- Professional Fees
    - architect
    - engineer (soil tests, structural testing, building inspection and reports)
    - project-specific consultant (expert in particular field)
    - project manager
    - cost control consultant (quantity surveyor)
  - Permits and Municipal Inspection Fees
  - Bad Depositary Fees (Bonding Costs)
  - Site Office Rental (Rental of Site Services)
  - Construction Costs directly associated with the project
    - demolition
    - service connections
    - limited excavation and site work
    - equipment rentals
    - materials
    - labour
    - contractor (overhead/profit)
    - contingency
    - insurance
    - heating and enclosure costs for winter construction
    - inspection fees (concrete testing, steel testing)
- Specifically excluded are maintenance and repair items which should be included in a regular maintenance program and funded from an operating budget
- Also excluded are elements of facility which are not directly related to sports, fitness or recreational program activities, e.g., municipal offices
- Specifically excluded are any costs associated with energy conservation if they are eligible to be funded by the Ontario Ministry of Energy
- Applicants are encouraged to discuss conservation projects with the Ontario Ministry of Energy
- Fixed equipment can include all fixed furnishings, fittings and equipment permanently installed in the facility that are necessary to make an area suitable for a particular use, function or operation
- heating, ventilating, air-conditioning equipment
  - security devices, fire alarms, audio and/or video installations
  - lighting systems
  - floor coverings/interior finishes
  - signage for building identification or internal direction
- Specifically excluded are maintenance and repair items for fixed equipment which should be included in a regular maintenance program and funded from an operating budget
- Also excluded are items of fixed equipment which are not directly related to sports, fitness or recreational program activities
- Portable equipment and furnishings are not eligible for assistance
7. Costs connected with financing the project are not eligible for assistance (e.g., bridge financing, interest charges, bond-rating costs)

### What is the funding formula and process?

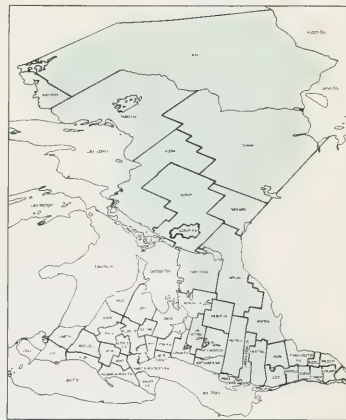
In Northern and Eastern Ontario, a grant of up to one-half of net eligible cost of a project after all other approved provincial or federal grants are deducted. The maximum grant available is \$150,000.

In Central and Southwestern Ontario, a grant of up to one-third of net eligible cost of a project after all other approved provincial or federal grants are deducted. The maximum grant available is \$100,000.

Please refer to the map to determine the geographic boundary which affects the funding formula for your project.

You may request less than the maximum grant amount for which you may be eligible. In any case, you should request only the amount you need to complete your project.

### Northern and Eastern Ontario



### How do you apply?

Please complete the application following the directions on the form and forward to the Ontario Ministry of Tourism and Recreation office serving your area. Application forms and further assistance are available from your local Ministry office.

If you submit more than one application, please indicate their order of priority.

Applications will be accepted until May 1, 1987 for those applicants requesting funds in the provincial government's fiscal year 1987-88.

A complete application must be received by May 1, 1987 and confirmed as accepted by the Ministry before any capital project is commenced for which a Capital Conservation Grant is being requested. If a project is commenced before the Ministry's acknowledgment of receipt of complete application, the application will not be eligible for consideration.

Any minor preliminary expenditures (e.g., architect's fees, consultant's fees, etc.) before the

date of the Ministry's confirmation of acceptance of a complete application will not be considered as commencement of a project. However, such costs will not be eligible for consideration as part of the project cost for grant purposes.

Contact your local Ontario Ministry of Tourism and Recreation consultant to discuss your application.

In order for an application to be considered complete, all of the requirements detailed on the application form must be complied with.

Commitment of a Capital Conservation Grant is subject to the availability of proceeds from the lotteries. Therefore, if the financing and successful completion of the project. The value of donated labour and materials will be assessed in the following way: donated labour of skilled tradespeople working at their trade is eligible on the basis of trade rates currently payable for comparable work in the area where the project is located. The value of unskilled volunteer labour should be based on the current construction

### Disclosure of the information

The information provided in the grant application may be subject to disclosure under Freedom of Information legislation which will be adopted in Ontario.

### How are capital projects assessed?

Applications will be evaluated by the Ministry after May 1, 1987. Applicants with multiple applications must prioritize them. All grant requests will be assessed within the following selection criteria:

- Evidence of adherence to purpose of the program as stated in the above section, "What are the aims of this program?"
- Evidence that the proposal is consistent with municipal sports, fitness and recreational objectives and priorities. **Higher priority will be given to those non-municipal applications that are supported by a resolution from the appropriate municipal council that confirms that the project fits into the overall plan for the provision of recreation services and is a necessary addition to the local public sports, fitness and recreational facilities rather than those for which no supporting municipal resolution is provided.**
- Evidence of community involvement in the planning, development, implementation and on-going operation of the project.
- Amount and sources of non-provincial financial support for capital costs.
- Evidence that the facility is accessible to all members of the general public.
- Extent of improvement in the quality and quantity of sports, fitness and recreational services in the community as a result of the project.
- Evidence that the proposal creates opportunities for partnerships between the people affected, public agencies, and other organizations providing sport, fitness and recreational services.

- Evidence that the applicant has the ability to fund all remaining project costs. In order that all applications can be properly assessed and the necessary consultation undertaken, applicants are advised that a minimum period of one month after the application closing date will be required by the Ministry.
- If your project is approved for a grant within the Capital Conservation budget allocation, you will receive a letter from the minister. All commitments for funding will be given according to the Capital Conservation Grant funding formula and will be based on the estimated cost of the project as indicated in the application. Such commitments will be up to a maximum amount and cannot subsequently be increased, should project costs rise for any reason.
- Applications must be received and accepted as complete by the Ministry on or before May 1, 1987. Upon approval, payment of 50% of the grant will be made. After the initial 50% portion of the grant has been spent, applications can be made for the final 50% payment. Construction of the approved projects must begin and proceed so that the final payment of the grant can be applied for within the 1987-88 fiscal year, i.e. before January 29, 1988.

### How will the balance of the project be financed?

You must demonstrate to the Ministry that you have the ability to finance the remaining balance of the project cost. This financing could be all private, derived from fund-raising proceeds and cash donations; all municipal, derived from the tax-base, or a combination of both. Voluntary donations of labour and materials in any form part or all of the balance of the project. However, please be advised that payment of any Capital Conservation grant cannot exceed the actual cash expenditures of the project. The value of donated labour and materials will be assessed in the following way: donated labour of skilled tradespeople working at their trade is eligible on the basis of trade rates currently payable for comparable work in the area where the project is located. The value of unskilled volunteer labour should be based on the current construction

minimum wage established by the Ontario Ministry of Labour. Professional fees related to eligible costs of facility development are eligible at fair market value for such services. Provision of materials and the use of construction equipment are eligible at fair market value if such goods or services were to be purchased.

The inclusion of the Capital Conservation program is to share in projects which are financially viable. Applicants who intend to finance the remaining portion of the capital cost by any means of indebtedness (i.e. mortgages, bank loans, debentures, etc.) must demonstrate the ability to carry the ongoing costs of repayment of principal and interest, by providing a planned budget for the repayment of such indebtedness.

As one of the objectives of the program is to





## F. Terms and conditions

### 1. Definitions

"Applicant" or "Applicants" means the applicant organization which submitted the application to the Ministry.  
"Canadian Content" means all Canadian labour, materials, transportation costs, duty, taxes and profits. It is the value of the supplier's net selling price minus the declared value of any imported goods or services.  
"Facilities" means the land and buildings for which a Grant is made.  
"Ministry" and "Minister" mean the Ontario Ministry and Minister of Tourism and Recreation.  
"Project" means the Project as described in the Minister's letter of approval in any attachments thereto, and in any subsequent correspondence from the Ministry.  
"Recipient" means the applicant organization which has submitted this application, has agreed to be bound by these terms and conditions and has been awarded a Capital Conservation Grant by the Ontario Ministry of Tourism and Recreation.

2. **Time**  
These terms and conditions shall be in effect for 20 years from the date of the Minister's letter of approval unless stipulated otherwise in the Minister's letter of approval.

### 3. Acknowledgement of Funding

The Recipient shall acknowledge the support of the Government of Ontario through the Ontario Ministry of Tourism and Recreation in all advertising, publicity, construction signs relating to the facilities and in any permanent tribute to donors displayed on the site, as well as in any final study reports.

### 4. Purpose

Grants shall be used only for the purposes outlined in the Minister's letter of approval and any attachments thereto. Changes in the project shall only be made with the Ministry's written approval.

### 5. Disposal of Facilities, Ministry Consent

The Recipient shall not sell, lease, or otherwise dispose of the Facilities without the Ministry's consent. The Recipient shall not mortgage or encumber the Facilities for more than the total value of the Facilities minus the amount of the grant.

### 6. Assignment of Grant

The Applicant/Recipient shall not assign this application or the grant without the consent of the Ministry.

### 7. Further Conditions

The Applicant/Recipient shall be entitled to impose such additional terms and conditions to the use of the grant which, in its sole discretion, it deems necessary and shall be entitled to impose such terms and conditions on any consent granted pursuant to this application.

### 8. Grant Repayment

The Recipient shall, at the request of the Ministry repay to the Ministry the whole or any part of the grant if the Recipient:

1. ceases to operate the Facilities;
  2. ceases to operate as a non-profit corporation;
  3. winds up or dissolves;
  4. has knowingly provided any false information in this application;
  5. uses grant funds for purposes not agreed upon by the Ministry;
  6. breaches any terms or conditions of this agreement;
  7. breaches any of the provisions of the Human Rights Code in the operation of the Project;
  8. commences, or has commenced against it, any proceedings in bankruptcy or is adjudged a bankrupt;
  9. fails to use insurance proceeds to rebuild damaged or destroyed Facilities.
- Where required, the grant shall be repaid by cheque payable to the Treasurer of Ontario and mailed to the appropriate Ministry office.  
The Ministry reserves the right to demand interest on any amount owing by the Recipient to the Ministry at the then current rate charged by the Province of Ontario on accounts receivable.

### 9. Unused Funds

Any unused portion of the grant remains the property of the Ministry, and if already paid to the Recipient by the Ministry shall be repaid to the Ministry on request.

### 10. Installments

The grant may be paid in installments determined by the Ministry. Construction of the Project shall begin and proceed so that final payment of the grant can be applied for by January 31, 1989. No grant shall be made if construction has begun before a complete application has been received and acknowledged by the Ministry.

### 11. Accounting

The Recipient shall keep and maintain all records, invoices and other documents relating to the Grant in a manner consistent with generally accepted accounting principles and clerical practices, and shall maintain such records for a period of three years following the completion of all reporting requirements referred to in paragraph 15.

The Recipient authorizes the Ministry and its agents at all reasonable times to inspect and copy any records, invoices and documents in the possession or under the control of the Recipient which relate to the Grant.  
The right of inspection under this paragraph includes the right to perform a full or partial audit.

### 12. Canadian Content/Tendering Process

The Recipient shall conduct a process of competitive pricing or tendering for goods and services relating to the project. In the evaluation of tenders, the Recipient shall give an allowance of up to 10% on the price of the tender bid for Canadian content, and shall select the goods and/or services which represent the best value.

### 13. Limitation of Liability, Indemnification and Insurance

The Recipient agrees that the Ministry shall not be liable for any incidental, direct, special or consequential damages, injury or any loss of use, revenue or profit of the Recipient arising out of or in any way related to the Project.

The Recipient agrees that it shall indemnify the Ministry, its employees and agents, against all costs incurred as a result of a claim or proceeding related to the Project, unless it was caused by the negligence or willful act of an employee of the Ministry.  
The Recipient shall maintain both fire and extended coverage insurance in an amount equal to the replacement cost of the Facilities, and comprehensive general liability insurance of at least \$1,000,000 per occurrence for bodily injury (including personal injury), death, and damage to property including loss of use thereof, and automobile liability insurance. If requested by the Ministry, the Recipient shall provide satisfactory proof of such insurance. The Recipient shall provide notice to the Ministry immediately upon receipt of coverage or cancellation of the insurance.

### 14. Facilities Open to Public

The Facilities shall be open to the public at all reasonable times. If the Recipient has a fee paying membership they must also welcome new members. The Facilities shall be open to the public whenever they are open to the members and shall indicate this in local media and by appropriate signage.

### 15. Reports

The Recipient shall submit interim progress reports to the Ministry upon request.  
The Recipient shall report to the Ministry upon completing the Project. The report shall include all details requested by the Ministry.

### 16. Safety

All projects funded by the Ministry shall be conducted so as to create a safe environment for the participants of the sport. Specific safety requirements may become conditions of Ministry grants, as determined by the Ministry from time to time.

## G. Statement by Applicant

On behalf of and with the authority of the organization I certify that the information given on this application for a grant is true, correct and complete in every respect and that the organization agrees to abide by the above terms and conditions governing a grant.

Name of Authorized Official	Position/Title	Signature	Date
Corporate Seal or Witness			Date

## Checklist for 1987-88 Capital Conservation Program

To assist you in providing a "complete" application for consideration by the Ontario Ministry of Tourism and Recreation, please ensure that the following are included with your application:

- ☐ 1. A fully completed Capital Conservation Program application signed by the authorized official.
- ☐ 2. A resolution of council or board of the applicant organization to undertake the project and request a grant.
- ☐ 3. A complete project description including:
  - Scope of project and location.
  - What the benefits of the project are.
  - How it is consistent with municipal recreation needs and priorities.
  - How it is consistent with the aims of the Capital Conservation Program.
  - Please attach any planning studies or background reports, e.g., feasibility study.
- ☐ 4. Please ensure that you fully respond to all the questions regarding *Public Participation*, e.g., describe the programming of the facility including the extent of public use, hours of operation, fee structure, evidence of programming by other community groups and any non-recreation use of the facility, e.g., municipal office, day care, etc. You may wish to provide supporting attachments such as copies of membership forms, procedures or rental contracts and rates.
- ☐ 5. Sketch plans (complete drawings not required).
- ☐ 6. A separate listing of what the proposed project costs include and how they were determined, e.g., detailed summary of costs, quotations or architect's/engineer's estimates.
- ☐ 7. A separate listing of how the balance of necessary funds will be secured (current level of funds raised, written evidence of those committed and those that still have to be identified), details of debt financing if used.
- ☐ 8. A copy of the detailed, projected annual operating budget for the facility including maintenance and future capital conservation costs.
- ☐ 9. Proof of ownership (copy of deed or transfer instrument from municipal clerk/treasurer) or lease agreement.
- ☐ 10. Written confirmation that the organization has the facilities insured against property damage and third party liability.
- ☐ 11. Municipal joint use agreement (if applicable).
- ☐ 12. If more than one application is being submitted by an organization, provide correspondence which indicates their order of priority.

The following additional items apply to *non-profit organizations only* (i.e. not municipalities or other statutory organizations):

- ☐ 13. A copy of Letters Patent, constitution, by-laws, list of board/executive members and most recent financial statement.
- ☐ 14. You are also encouraged to provide written confirmation from the municipal recreation authority that the project fits into the overall plan for the provision of leisure services and is a necessary addition to the local public sports, fitness and recreational facilities.

## Other attachments

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## Please Print or Type

### Applicant Information

### Organization Requesting Grant (Complete all parts)

Applicant Organization		Contact Person	
Address		Address	
City/Town	Postal Code	City/Town	Postal Code
Tel. - Home ( ) -	Bus ( ) -	Tel. - Home ( ) -	Bus ( ) -

### Cheque to be Mailed to: (if different from above)

Payee	Name of Official
Address (include Postal Code)	Position/Title
City/Town	Tel. - Home ( ) - Bus ( ) -

### Project/Facility

Title/Name	Estim. Start Date	Estim. Completion Date	No. of Whs.
Specific Location or Project/Activity			Postal Code

### Return To:

(Office Stamp Here)

### Ministry Use Only

Applicant Identifier		File No.	
County	Municip.	Elect. Dist.	Consult Code
Applicant Type	Local Code	Grant Category	Facility/Activity Type
Budget Code	Common Object Code	Date Application Received	Date Application Completed
Total Project \$		Estimated Payments	
Amount Requested \$		Amount	
Engage Amount \$		Date Application Completed	

1. Describe the project in detail. Please attach sketch plans. (Attach additional paper if necessary.)

Provide a separate detailed statement of the operating costs associated with or arising from this project. Indicate who will be responsible for these costs, and how these costs will be met. Please attach a copy of detailed annual operating budget projection including any debt retirement plans.

4. Date of original construction of facility: \_\_\_\_\_

Description of improvement or conservation items	Date of completion

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Description of Applicant organization			
Date of Formation	Date of Incorporation	Are you a non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	Charitable Tax No.

☐ Yes ☐ No

If your project is approved, commitments for funding will be given according to the Capital Conservation Grant funding formula and will be based on the estimated cost of the project as indicated below. Such commitments will be up to a maximum amount and cannot subsequently be increased, should project costs rise for any reason.

Identify how you have calculated the estimated project cost. Attach copies of quotations or architects'/engineers' estimates if available. Exclude refundable sales tax, interest, and financing charges.

a) Facility Construction/Renovations				\$
b) Professional Fees				\$
c) Donated Labour	Unskilled	+	Skilled	= \$
d) Donated Material				\$
e) Other Costs (specify)				\$
f) Total Project Value				\$
<b>The Anticipated Financing of this Project</b>				\$
g) Provincial Grants Program				\$
Program				\$
h) Federal Grants Program				\$
Program				\$
i) Revenue from Disposal of Existing Assets (e.g., proceeds of sale or insurance, etc. for facility to be replaced)				\$
j) Donated Labour	Unskilled	+	Skilled	= \$
k) Donated Material				\$
l) Net fund-raising Proceeds				\$
m) Tax Levy				\$
n) Debentures, Loans, Mortgages, etc. ...				\$
o) Other Sources (specify)				\$

Estimated Cost of Renovation (total from question f)	\$	(i)
Total Estimated Funding from Federal & Provincial Governments (total from questions g & h)	\$	(ii)
Net Estimated Cost eligible for Capital Conservation Grant (subtract (ii) from (i))	\$	(iii)
Capital Conservation Grant Requested (refer to brochure for funding formula)	\$	

Note: \*\*\*Provide separate details of any proposed debentures, loans, mortgages, etc., Municipal applicants will also be required to provide confirmation of Q.M.B. approval if applicable.

It is important that you show the social and economic impact of your project in order that the Ministry can determine the benefit of your project:

### Construction Phase

1.1 – Number of person days of employment expected to be created during project construction		Employment Days
1.2 – Number of person days of volunteer contribution expected during project construction		Volunteer Days
1.3 – Funds for this project levered from other partners excluding the Ontario Ministry of Tourism and Recreation:		
Government		Non-government
Federal	\$ _____	Donated labour/materials
		\$ _____
Other Provincial	_____	Fund-raising
		_____
Municipal	_____	Other
		_____
		_____
		_____
subtotal \$	_____	subtotal \$
		_____
		Total \$
		_____

1.4 - Anticipated years of Useful Life for Facility as a Result of this Project	Years
1.5 - Anticipated Additional Revenue in the First Fiscal Year Following Project Completion as a Result of this Project	\$
1.6 - Anticipated Savings or Costs Avoided in the First Fiscal Year Following Project Completion as a Result of this Project	\$

## 2.1 – Number of Increased Participants as a Result of Project.

Total Male	Total Female	Disabled	Preschool (0-5)	Adolescent (6-14)	Youth (15-20)	Adult (21-64)	Seniors (65 plus)

2.2 – In what way is this project an enrichment to your current program and what will the impact and results be on your community?







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